

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and by handling clerical and minor administrative duties. The employee of this class acts as receptionist for the Chief's office, keeps records for the Fire Chief, types records and reports, and assists with financial management duties. The Secretary to the Fire Chief performs routine duties independently, with instruction for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief who directs and reviews work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Places telephone calls for the Fire Chief. Keeps records of the schedule and notifies the Chief of appointments, meetings, or other scheduled events. Schedules appointments for the Chief as directed. Acts as receptionist for any visitor's to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers questions and handles any routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Takes dictation and transcribes from longhand notes. Proofreads typed material and corrects errors. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Chief. Takes minutes or notes at meetings.

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, or chronologically.

Operates a word processor or a computer terminal in order to enter or retrieve information from files. Operates a copying or duplicating machine. Operates a calculator or adding machine.

Receives department records and reports and checks them for

completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Processes or files records and reports following departmental procedures. Enters routine information in department records. Compiles and organizes data needed and writes reports required to document department activity.

Keeps accounting records of department money and assets; posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Compiles information to be used in developing the departmental operating budget. Makes calculations necessary to compute payroll, and prepares payroll records. Prepares purchase requisitions according to department procedures. Makes out checks in payment of department bills. Issues payments from petty cash.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must present a certificate verifying the ability to type fifty (50) words per minute.

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